



CITY OF BRANSON
PLANNING & DEVELOPMENT
110 W MADDUX ST, SUITE 215
PHONE: (417) 337-8535
FAX: (417) 334-2391

FOR OFFICE USE ONLY: Project No. _____
FEE & CODE: \$100.00 GEAP
DATE & INITIALS: _____
PAYMENT TYPE: <input type="checkbox"/> CASH Receipt # _____
<input type="checkbox"/> CHECK # _____
<input type="checkbox"/> CREDIT CARD REF # _____
PUBLIC NOTICE DATE: _____
PUBLIC HEARING DATE: _____ @ 7:30 PM

GENERAL APPLICATION

Applicant Name (Please Print): _____

Applicant Address: _____

Phone Number: _____ **Fax Number:** _____ **Email:** _____

Applicant Request: _____

For the following property legally described herein and located at:

Street Address: _____

REQUIRED INFORMATION TO BE INCLUDED BEFORE APPLICATION WILL BE ACCEPTED

☒ Please attach a recent copy of the **WARRANTY DEED/DEED OF TRUST**

☒ Please include a list of neighboring property owners that must include the name and address of all owners within a 200 feet radius from the property lines of the subject property.

Restrictions: (Note: zoning WILL NOT supersede deed restriction(s), if any.)

☐ No deed restrictions

☐ A list of restrictions have been attached.

PROPERTY OWNER/AGENT INFORMATION

Owner's Name (Please Print): _____

Owner's Address: _____

Phone Number: _____ **Fax Number:** _____ **Email:** _____

Owner's Signature: _____

Agent's Name (Please Print): _____

Agent's Address: _____

Phone Number: _____ **Fax Number:** _____ **Email:** _____

Agent's Signature: _____

ACKNOWLEDGMENT OF PROPERTY OWNER

STATE OF _____)
) SS.
COUNTY OF _____)

On this ____ day of _____, 20____, before me personally appeared _____, to me known to be the person described in and who executed the foregoing application, and acknowledged that he/she executed the same as his/her free act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal at my office in _____, _____ the day and year first above written.

/s/ _____
Notary Public

My term expires _____



Planning & Zoning Commission / **Board of Adjustment Application Notes**

The applicant and/or representative MUST attend the meeting or the request will be postponed to the next regularly scheduled meeting.

- * A meeting schedule, which includes application submittal deadline dates, is attached. No applications will be accepted if incomplete or submitted after deadline date.
- * The “applicant” is the person or persons making the request of the Commission.
- * The “owner” is the owner of the subject property.
- * The “agent” is anyone representing the applicant and/or owner.
- * The owner’s signature must be an original signature, not a photocopy or fax.
- * The legal description must be either a lot, block and subdivision description or a complete metes and bounds description.
- * Copies of any covenants or deed restrictions pertaining to the subject property must be provided to the Planning Division.
- * The “neighboring owners” list must consist of the names and addresses of all owners of property within a 200 feet radius from the property lines of the subject property. The distance of any alley, street or highway right-of-way shall be excluded from this 200 feet requirement.
- * For proof of ownership, attach a copy of the owner’s WARRANTY DEED. QUIT CLAIM DEEDS are not acceptable.
- * Site plans as requested must be accurate and to scale. Applicant must include an 11 X 17 copy.
- * All building and structures must meet city adopted building codes and regulations. Please contact the Building Division, (417) 337-8547, for specifics.
- * Copies of the staff report and proposed resolution concerning your request will be available for pick up in the Planning Division office three (3) working days prior to the meeting.

The Planning Division, (417) 337-8535, will be glad to answer any questions you may have or put you in touch with other necessary City departments.